

Safeguarding - Policy & Procedures and Safeguarding Incident Form

Reviewed: January 2025

Next Review: September 2025

Objectives:

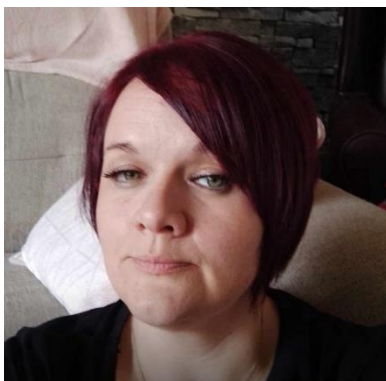
- We have a lead Safeguarding staff member (DSL) and a deputy (DDSL) on-site.
- Our Safeguarding policy sets out the legal duties we must follow to safeguard and promote the welfare of our students under the age of 18 in our care.
- We comply with Keeping Safe in Education (KCSIE) The latest updates are shown here on this link : [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/keeping-children-safe-in-education). Please see our separate KCSIE policy document outlining the latest legislation for KCSIE.
- All staff are Enhanced DBS checked.
- We are fully insured.

Responsibility

Designated Safeguarding Lead (DSL) Hayley White

Contact Details: **Tel:** 07939 073858

Email: islestudycentre@outlook.com



Deputy Designated Safeguarding Lead: (DDSL)

Dee Malam

Contact Details: **Tel:** 07939 073858

Email: islestudycentre@outlook.com



Our Responsibility:

Isle Study Centre recognise the responsibility we have under Section 175 of the Education and Inspections Act 2002 to have arrangements and procedures in place for safeguarding and promoting the welfare of students in our care. This policy demonstrates our commitment and compliance with safeguarding legislation. We adhere to The Children's Act 1989, The Education Act 2002, Children's and Families Act 2014, Safeguarding Children 2018, Keeping Children Safe in Education 2024, Counter-Terrorism and Security Act 2015 and have a collective responsibility to keep the young people in our care safe.

We provide a safe learning environment where our young people are safe and feel safe. Their welfare is discussed at the start and end of each day. Each young person is appointed a Designated Tutor to closely monitor their care and raise any concerns immediately with the Designated Safeguarding Lead. The centre uses CPOMS to monitor, track and safeguard our students.

The Designated Tutor gets to know the young person quickly and develops a positive relationship and one which the young person will trust. We recognise that we form part of the wider system for safeguarding. In the unlikely event that Hayley Parkin is not available, the role of Safeguarding Lead will be deputised to Dee Malam. The role of our Designated Safeguarding Lead is to:

- Have overall responsibility for the safeguarding of young people at the centre
- Manage all cases, make referrals, be the central point of contact
- Train all staff in safeguarding procedures
- Maintain and monitor the Safeguarding policy
- Keep appropriate records

All Staff are trained during their induction on Safeguarding and their responsibility to keep the students in our care safe and the action they must take if they have any welfare concerns.

This policy provides an overview as follows:

1. Attendance Procedure
2. Behaviour Policy
3. Allegations Procedure
4. Student Disclosure
5. Safer Recruitment
 - a. DSL/Deputy DSL Person Spec (appendix 1)
6. Pastoral Care
7. Positive Handling Policy
8. Child Safeguarding Concerns
9. Safeguarding Procedures
10. Key contacts
11. Monitoring our practice
12. Safeguarding Report

Attendance Procedure:

We expect high levels of attendance and have a strict attendance monitoring system which ensures our students are accounted for at all times during the school day. Daily registers are kept up to date with the appropriate register mark. Should a student decide to leave the centre, we will make every effort to ensure we monitor their whereabouts by observing them from a distance. If this is not possible, we will contact parents/carer/school and the police.

It is our policy to celebrate students who achieve 100% attendance and this is done half termly.

Behaviour Policy:

All staff are trained in de-escalation techniques and non-violent resistance to best support the students with any challenging behaviour. Staff have many years' experience in Alternative Provision. Students sign a Code of Conduct at Induction and are informed of the sanctions in place for inappropriate behaviour

Student Disclosures:

Our Process:

- Offer a quiet space where the student feels safe and can relax without interruption
- Staff to make a record of the discussion, the time, place, persons present and what was said by the student in their own words

- DSL to ascertain based on the information given, the relevant action that needs to be taken. Parents/carers would be notified unless by doing so the student would be endangered. We would not notify them if it would impede police or social work enquiries or if by doing so it would put the student at the potential risk of further harm.
- Appropriate procedures will be followed
- Detailed notes of the disclosure will be kept securely
- Our staff are trained to support a student making a disclosure and to use TED:
 - Not looked shocked
 - To not question only clarify
 - To not promise confidentiality
 - To not prompt or question only to clarify
 - To not interrupt
 - Remain calm

Safer Staff Recruitment:

All staff at Isle Study Centre are employed on the basis of having a duty to safeguard and promote the welfare of children (Education Act 2002, Working Together to Safeguard Children 2018). All stages of our recruitment process are robust and contain measures to ensure only suitable candidates are employed and to deter, identify, prevent and reject unsuitable people from gaining access to our young people. Only suitable, professional and experienced staff who meet or exceed the following criteria will be employed:

- High levels of motivation and a great passion to work with young people out of mainstream school;
- The ability to form and maintain appropriate relationships and maintain personal boundaries with young people;
- Emotional resilience in working with challenging behaviour;
- Patience and understanding.

Our vetting procedures include:

1. A formal interview process with a panel of 2 to assess candidate suitability against our Person Specification and Job Description;
2. The satisfactory completion of enhanced DBS checks for all staff;
3. Satisfactory checks for:
 - a. The right to work in the UK
 - b. Prohibition from teaching checks
 - c. Medical fitness
 - d. Management positions – section 128 – DQT checks;
4. At least two references, one from previous employer;
5. Satisfactory completion of Induction prior to employment;

6. Agreement to work within the guidance set out in the Staff Handbook;
7. A probationary employment period of 3 months.

Staff are provided with:

8. Ongoing internal training;
9. Daily support via informal chats on performance, areas of improvement, any staff concerns, WhatsApp group;
10. Regular team meetings;
11. Continual and supported CPD;
12. Regular Learning Walks;
13. Annual Teaching and Learning Observation and Annual Appraisal.

Pastoral Care:

We pride ourselves on providing a very good standard of pastoral care to the young people attending the centre. Pastoral Care is at the centre of everything we do. It is our goal to work with each young person on why they are with us, address these issues and ensure that they make progress.

We ensure that:

- Our learning environment is safe and that our students feel safe and happy
- We are focussed on the individual student's physical, social, behavioural and emotional welfare
- We focus on the 'whole' student
- Students are appointed a Designated Tutor to work with them on a one-to-one basis
- We develop positive relationships with all of our students
- We quickly work towards a position of trust with our students so they know that they can talk to us
- We are able to support our students and offer them guidance
- We assist them to develop positive self-esteem and resilience
- There is an air of 'can do' attitude within the learning environment
- Praise is given at any opportunity
- Any problems that exist are identified and dealt with appropriately

We are able to do this because:

- Our staff have many years' experience working in Alternative Provision
- Our staff are knowledgeable about the many issues facing young people today
- We have daily de-briefings at the start and the end of the day to discuss each individual young person

- We review what is working well, what, if anything is missing and we check that we are being proactive in supporting our students.

Positive Handling:

All young people are entitled to respect and to be treated fairly, with liberty, and not to be discriminated against. Our staff are also entitled to be treated with respect, to be treated fairly and not to be discriminated against. Physical intervention will only be used if absolutely necessary if the circumstances of a particular incident warrant it. Wherever possible Non-Violent Resistance is used in order to diffuse a situation at risk of escalating whereby positive handling would be needed.

Minimal reasonable force will only be used to:

- 1) Prevent a young person leaving the learning centre where allowing them to leave would risk their safety
- 2) Prevent a young person attacking a member of staff or another pupil or to prevent a fight
- 3) Restrain a pupil at risk of harming themselves.

We aim to intervene at the first signs of any situation in order to de-escalate the problem and calm the young person. We encourage the use of time out whereby the young person would go into our garden area or go on a walk with their Designated Tutor to give the individual breathing space and time to calm down before a serious escalates. Appropriate intervention will then take place such as one to one discussion with the young person.

The circumstances, situations and the decision on how we move forward will be discussed by our team. We would analyse how and why the situation arose, how we handled the incident and how we can improve our environment and learning experience to prevent future incidents. This will be reported to parents/carer/main provider.

Child/Student Safeguarding Concerns:

All staff are trained in Safeguarding and are aware of the range of indicators which may signal that a child is being abused. They are aware that any concerns they might have, however small or irrelevant it might seem, must be reported to the DSL as soon as possible.

These indicators may include increased absence from the centre, a change in friendships or relationships with older individuals or groups, a decline in performance, signs of self-harm or a significant change in well being, lack of concentration, or signs of assault or unexplained injuries, unexplained gifts or new possessions, student disclosure.

We are a small provision and work on a 1:1 basis with our students who we know very well so we are confident that we would be able to identify any warning signs very quickly.

If we consider a student in our care is being abused, we will report it through the appropriate channels.

Our vulnerable students may:

- have special educational needs;
- be a young carer;
- show signs of being drawn in to anti-social behaviour;
- frequently go missing/goes missing from care or from home;
- be at risk of modern slavery, trafficking or exploitation, including CSE;

Local Safeguarding Concerns:

Our aim is to keep up to date with safeguarding concerns within the local area. For example: County Lines, Drugs issues. The DSL attends quarterly Safeguarding Networking.

Emotional Abuse:

We are sadly aware that some level of emotional abuse is involved in all types of maltreatment of a child.

Prevention:

We have a 'Prevent Duty' under the Counter-Terrorism and Security Act 2015 to help ensure that young people are not drawn into terrorism or extremism and if we feel that they are at risk we must refer it to the local Prevent team.

Child Sexual Exploitation:

Our staff are trained to look out for signs of exploitation.

Female Genital Mutilation:

Our staff are aware of the issues surrounding Female Genital Mutilation and Teachers are aware of their responsibilities under section 74 of the Serious Crime Act 2015 which says that "If a teacher, in the course of their work in the profession, discovers that an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18 they must report it to the police".

Keeping our minds healthy:

Our DSL is a trained Youth Mental Health First Aider and has overall responsibility for supporting healthy minds and for identifying and supporting any student displaying signs that they are mentally unwell. All students have a minimum of one 1:1 therapeutic session per week and counselling when needed.

INCIDENT	Who to contact	Contact details	Actions	Person responsible Timescales
Immediate risk of significant harm	Police Parent/Carer School Council	999	Note crime reference number. Write up notes with full incident report detailing names, date and location and all relevant facts.	DSL Deputy DSL Immediately. Full support given to young person. Written report produced by the end of the day.
Concern that an adult may have or will harm a young person	DMBC LADO lado@doncaster.gov.uk Parent/carer School DMBC NLC LADO lado@northlincs.gov.uk	01302 737777 01724 296500	Contact LADO immediately Notify parent/carer school/council. Write up notes with full incident report and the actions arising.	DSL Deputy DSL Immediately. Full support given to young person. Written report produced by the following day.
Concern about a young person	School Parent/Carer DMBC One Front Door Police Single Point	One Front Door 01302 737777 01724 296500	Write up notes with a description of the concerns, dates of concern.	DSL Deputy DSL By the end of the school day. Full support given to young person. Written report produced by following day.
Suspected connection with terrorist group	Prevent Team School DMBC/NLC Parent/carer Single Point	01302 737469 01724 296500	Produce written account of all incidents/concerns.	DSL Deputy DSL By the end of the school day. Full support given to the young person. Written report produced by following day.
Non-attendance	Parent/Carer School Council contact	01302 725311	Locate young person and Identify reason for absence If the young person cannot be found contact the police	DSL Deputy DSL Action by 9:30am to locate the young person's whereabouts.
Leaving the centre	Parent/Carer School DMBC NLC		Immediately follow the young person and make every effort to keep them in sight. If not possible contact Parent/Carer/School and police if needed.	DSL Deputy DSL Immediate action Written report produced by the end of the day.
Disclosure	Parent/Carer/ School Police. One Front Door	01302 737777	Produce factual report.	DSL Deputy DSL Same day

	DMBC / NLC Single Point	01724 296500		Written report produced by end of the day.
--	----------------------------	-----------------	--	---

Safeguarding Procedures and Contacts:

DONCASTER COUNCIL	LADO	01302 737777 lado@doncaster.gov.uk
	Children's Services	01302 734100
	Prevent: Crime and Community Safety	01302 737469
	Attendance and Pupil Welfare	01302 725311 childrenmissingeducation@doncaster.gov.uk
	Early Help	01302 734110 earlyhelphub@doncaster.gov.uk
NORTH LINCS COUNCIL	Single Point LADO	01724 296500 lado@northlincs.gov.uk
CRITICAL FRIEND	Ms Cath Jackson Student Experience Manager, Open University	07796 696849
PANEL MEMBER	Mrs Lisa Putnam National Youth Agency RAF Association (formerly)	07828 146429 lputnam013@gmail.com



Safeguarding Incident Form:

Date and Time: _____

Staff name: _____

Name of young person: _____

Please outline the key issues in below form:

Explain the incident, what you have seen, heard

Please record actual details of what happened, what was said to you (in the child's words), sticking only to the facts

Is there something else we need to know about?

What actions were taken?

What external agencies have been notified? i.e.: parents/carers, school, police, LADO, who did you speak to

What follow up action is needed and by whom?

Staff signature: _____

Reported to: _____

